

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS- ATASCADERO
Central Medical Services (CMS)**

JOB CLASSIFICATION: STAFF SERVICES ANALYST (GENERAL)

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES:

Under the general direction of the Chief Physician and Surgeon in CMS, the Staff Services Analyst (SSA) performs analytical work in a broad range of assignments to assist in the administrative functions of Central Medical Services.

50% Assists and advises the Chief Physician and Surgeon, Chief Dentist and Supervising Registered Nurse of various administrative and analytical duties related to Central Medical Services matters.

Assist CMS management with the development of standardized audit tools and methodologies. Collect and evaluate related data collection processes, data validation, and production of performance reports for review by the Chief Dentist and Chief Physician and Surgeon. Prepare clear, concise and comprehensive statistical reports. Assist in updating and developing, as indicated, local operating procedures. Assist with organizing travel as indicated. Archiving including maintaining an inventory of archived materials with their respective retention schedule. Records management; document preparation and review; composition of correspondence. Independently completes assignments, such as communicating verbally or in writing, responses to incoming correspondence related to CMS needs. Complete data entry into outside appointment database. Provides documentation to outside providers via WatchDox. Maintains security clearances and tuberculosis tracking for all medical contractors.

25% Provide consultation to management on CMS contracts, procurement and provider invoices.

Assists in tracking contracts. Monitor expenditures for CMS contracts, including dental contracts (i.e. oral surgeon, dental laboratory, supply orders, handpiece repairs). Provides correspondence with outside providers to obtain potential contracts. Tracks expenditures, as indicated, for provider invoices. Validates 2684 services to ensure accurate invoicing based on the MOU between DSH and CDCR. Review monthly Laboratory invoice for accuracy.

20% Coordinates implementation of performance improvement projects throughout Central Medical Services.

Assist in ensuring compliance monitoring of the medical and dental services performed to ensure consistency with standards set forth by licensing agencies, Department of State Hospitals, and all other state and federal laws and regulations. Coordinate with the Chief Physician and Surgeon and Chief Dentist to establish and updated annual improvement plan, including improvement priorities and specific performance objectives.

5% Other duties as assigned. Miscellaneous duties and special assignments to be completed upon management request.

2. SUPERVISION RECEIVED
Chief Physician and Surgeon

3. SUPERVISION EXERCISED
N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternative; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team conference leader; and appear before legislative and other committees.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

AGE SPECIFIC

Demonstrates knowledge of assessment commensurate with the age group of these patients / clients, and specific assessment issues related to these populations.

THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)

Applies and demonstrates knowledge of correct methods in therapeutic strategies and interventions (TSI).

RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace that enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

- Communicates effectively with all areas of the hospital
- Possess knowledge of hospital's policies and procedures
- Knowledge of state contracting policies, laws, rules and regulations

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Analyze, interpret and compile data. Query databases and develop reports.
- Expert knowledge of various computer systems and utilizes various software programs including, but not limited to, Microsoft Word, Access, Excel, e-mail, and the Internet
- Ability to write clear, accurate, professional administrative reports

6. LICENSE OR CERTIFICATION

N/A

7. TRAINING

Training Category = 6

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and scheduled in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date